



# Alexis Knapp

Harris County Attorney's Office

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## Biography

Alexis Knapp is a Shareholder with Littler in Houston, Texas. She earned her undergraduate degree from Texas A&M University, an MBA from Houston Baptist University, and her law degree from the University of Houston Law Center.

Alexis C. Knapp is board certified in labor and employment law by the Texas Board of Legal Specialization and is a Senior Professional in Human Resources (SPHR®). She represents employers in all areas of labor and employment law and appears in state and federal courts and before the Equal Employment Opportunity Commission.

Before beginning her legal career, Alexis served as an associate dean of the College of Business and Economics and assistant professor of management at Houston Baptist University, where she taught courses in human resources and employment law at both the graduate and undergraduate levels. She has continued as a member of the adjunct faculty and has taught graduate classes in employment law. Previously, Alexis was a human resources professional in the public sector, where her focus was employee benefits, organizational policies and procedures and training.

## Classes Currently Offered

**Advanced FMLA and ADA** - The Family & Medical Leave Act and the Americans With Disabilities Act are both very complex laws. Supervisors and managers who have taken Basic FMLA (or already have a good working knowledge of FMLA) will benefit from this interactive class. Come prepared to engage in lively discussions! We will compare and contrast the protections under both laws; discover the reasons why designating FMLA is crucial; identify legal strategies for dealing with potentially abusive situations; and practice recognizing ADA and FMLA issues in the workplace and developing appropriate responses to them. Dealing with employee health issues is never easy. It takes compassion. But it also takes confidence to know that what you say and do is allowed under the law. This class will give you that confidence! You will have plenty of opportunities to ask questions and discuss possible solutions to current issues you may be facing.

**Basic FMLA** - Part of your responsibility as a supervisor is to recognize those situations that may qualify for protection under the Family & Medical Leave Act (FMLA) to ensure that the County complies with the law. In this interactive session we will identify the FMLA qualifying events; define the three major FMLA protections; distinguish the protections provided by FMLA from those provided under the Americans with Disabilities Act (ADA); and discover the reasons why designating FMLA is so important. You will have plenty of opportunities to ask questions and discuss possible solutions to any FMLA issues you may be facing.



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## Cont'd Classes Currently Offered

**Fair Labor Standards Act: Exempt or Non-Exempt?** - If you are responsible for classifying positions as exempt or non-exempt under the Fair Labor Standards Act, this class is an absolute must. We will identify the four major exemptions under the FLSA and the multi-factor tests used for classifying positions. You'll also learn best practices for getting it right!

**Harassment Awareness and Prevention** - Part of your responsibility as a supervisor is to prevent illegal harassment in the workplace. You have to know what it is to be able to do that! In this interactive session we will identify all of the legally-protected characteristics; discuss what is and what is not illegal harassment; explore cultural influences that affect our behavior at work; and recognize your role in preventing harassment. After conquering that information, we will analyze the steps to take if you receive a report of harassment. You will have plenty of opportunities to ask questions, role play, and discuss possible solutions to hypothetical situations.

**The Americans with Disabilities Act** - The Americans with Disabilities Act (ADA) is a complex law. If you haven't had this training recently, you should attend one of these classes because the ADA has changed significantly since it was enacted. Supervisors and managers need to know what their obligations are to employees with disabilities. Come prepared to engage in lively discussions! We will define what is and what is not a "disability" under the Act, identify when reasonable accommodations are legally required, analyze how to determine whether a requested accommodation is reasonable, compare and contrast the protections under the ADA and the FMLA, explore legal strategies for dealing with potentially abusive situations, and practice recognizing ADA and FMLA issues in the workplace and developing appropriate responses to them.